



Provider E-Newsletter

Special Alert

National Provider Identifier (NPI)

Disclaimer: All information included herein is of an informative nature only. This newsletter is not intended to take the place of Medicaid Memos, Medicaid Provider Manuals, or any other official correspondence from the Department of Medical Assistance Services (DMAS).

Volume III-NPI Alerts

NPI: Get It. Share It. Use It.

By now, all providers should have received their NPI Re-Enrollment Packets or NPI Group Practice Enrollment Packets. If you have not already done so:

1. **Get your NPI NOW!** Contact the National Plan and Provider Enumeration System (NPPES) online at <https://nppes.cms.hhs.gov> or by calling 1-800-465-3203.
2. **Complete** your Virginia Medicaid NPI Re-Enrollment Packet. *
3. **Send** your completed packet to the Provider Enrollment Unit at the following address or fax number:

First Health Services Corporation
Provider Enrollment Unit
PO Box 26803
Richmond, VA 23261-6803
804-270-7027 (Fax)

* For a replacement NPI Re-Enrollment Packet, contact the First Health PEU at: 1-888-829-5373 (In-state toll free) or 804-270-5105 (Richmond and outside Virginia).

E-mail your NPI questions to DMAS at: NPI@dmass.virginia.gov.

Getting an NPI is free – not having one can be costly.

Do I Need an NPI?

YES! The Department of Medical Assistance Services (DMAS) has adopted the NPI as the standard for identifying all healthcare providers on all transactions (ARS, Claims, PA), including paper claims.

Please review the October 4, 2006 Medicaid Memo ([click here](#)) regarding the DMAS National Provider Identifier (NPI) Update.

Do not wait - Get Your NPI Now!

Group Practice Enrollment

In concurrence with the transition to the NPI, DMAS is mandating the enrollment of Group Practices. Group Practice enrollment allows multiple fee-for-service practitioners to bill and be paid under one Group Practice NPI. All individual practitioners in the Group Practice must be enrolled in the Virginia Medicaid Program and have an individual NPI (Type 1). In addition, the Group Practice must enroll in the Virginia Medicaid Program and have an organization NPI (Type 2).

Group Practice Enrollment only impacts organizations that currently submit bills with multiple legacy Medicaid Provider Identification Numbers that correspond to the individual rendering practitioners within the group. For example, a pediatric group that submits bills using multiple Medicaid Identification Numbers, one for each physician, will need to enroll as a Group Practice.

Group Practice Enrollment does not apply to organizations that currently bill with legacy Medicaid Provider Identification Numbers that only correspond to the agency, organization, or location. For example, a Rural Health Clinic that submits bills using a single Medicaid Identification Number for the agency, or Community Services Board that submits bills with multiple Medicaid Identification Numbers that identify various office locations, will not be enrolled as a Group Practice.

All group billing packets were mailed to group administrators in the month of September 2006. Please check with your group administrator to ensure that you have received a packet and determine how they would like for you to share your NPI information with them.

DMAS NPI Scenarios

An NPI Scenarios presentation (also available in a text-only transcript) has been placed on the DMAS website. This presentation will outline, at a high level, various NPI scenarios which explain how payments will occur depending on how providers have enumerated and enrolled their NPIs with DMAS. It is also intended to assist healthcare providers in assessing how they need to enumerate. Some healthcare organizations may need to obtain more than one NPI depending on their organizational structure and billing needs. This presentation may be updated periodically until the NPI Compliance date of May 23, 2007.

View the DMAS NPI Scenarios presentation at:

<http://www.dmas.virginia.gov/downloads/npi-scenarios.pps>

Text Only PDF transcript for the DMAS NPI Scenarios:

http://www.dmas.virginia.gov/downloads/pdfs/npi-scenarios_transcript.pdf

Atypical (Non-Healthcare) Providers

Non-Healthcare Providers (Atypical) - An Atypical Provider is an individual or business that is not a healthcare provider and does not meet the definition of a healthcare provider according to the NPI Final Rule as defined by CMS in 45 CFR 160.103 (i.e., carpenters, non-emergency transportation providers, etc).

DMAS has identified providers that are not eligible for a NPI. If you received the October 4, 2006 Medicaid Memo ([click here](#)) on atypical providers, then you have been identified as an Atypical Provider.

Your 10-character API will be communicated to you through an API Enumeration Letter that will be sent to you via the United States Postal Service between the months of November 2006 and January 2007. As of the compliance date of May 23, 2007, only your API can be used to conduct Medicaid business transactions.

Some Atypical Providers may have successfully obtained an NPI because they provide other services that qualify them as a healthcare provider according to the HIPAA rules. If this is the case and you have obtained an NPI, your NPI will supersede the DMAS assigned API. DMAS will include instructions in the API Enumeration Letter on how to notify DMAS that you have obtained an NPI to use in place of the DMAS-assigned API.

CMS-1500 (08-05) Claim Form

Please review the October 17, 2006 Medicaid Memo ([click here](#)) regarding CMS-1500 (08-05) General Billing Instructions. In addition, the Physicians Manual ([click here](#)) has been updated with the CMS-1500 (08-05) Billing Instructions.

Printing:

- The CMS-1500 (08-05) form is to be red OCR “dropout” ink or the exact match. There should be no contamination with “black or blue” ink.
- Font must not be smaller than 10-pitch Pica type, 6 lines per inch vertical and 10 characters per inch horizontal.
- All printing of this form must occur in accordance with the NUCC requirements. DMAS will not reprocess claims that are denied as a result of errors consequential to the claim form not complying with these NUCC standards.

Timeline:

DMAS began accepting the New CMS-1500 (08-05) form effective October 1, 2006 with these specific requirements:

- October 1, 2006 through late-February 2007 ONLY the current 9 digit Medicaid provider numbers can be used. The qualifier ‘1D’ must be used in the (shaded red area) for locators 17a, 24l, 32b and 33b whenever these locators are used. There should be no commas, periods, other punctuations or spaces between the ‘1D’ and the current Medicaid provider number. During this timeframe, the rendering service provider (24J) should also be the billing provider since DMAS will not be accepting group practice billing or NPIs until the dual use period.
- Late-February, 2007 through March 31, 2007 will be the dual use period for the submission of the NPI, the Atypical Provider Number (API) or the current Medicaid number. Whenever an API or current Medicaid provider number is used during this timeframe, the qualifier ‘1D’ must be used. During this period the use of group practice billing provider numbers for DMAS will also be implemented. DMAS will ensure that the NPI rendering service provider (locator 24J) number indicated on the claim is associated to the group practices NPI billing provider (locator 33a) number listed and on our provider enrollment files.
- April 1, 2007 begins the acceptance of the new CMS-1500 (08-05) only.
- May 23, 2007 begins the acceptance of only an NPI or API.

DMAS-30/31 Forms

DMAS began accepting the revised DMAS-30 5/06 and DMAS-31 5/06 on October 1, 2006. The revised version supports use of the NPI.

Please review the August 30, 2006 DMS Memo ([click here](#)) regarding the Revision of the DMAS-30 R 5/06 and DMAS-31 R 5/06 (Title XVIII), Medicare Part B Deductible and Coinsurance Original and Adjustment/Void Invoice Forms.

Provider Enrollment Packages

Provider Enrollment Agreements have been revised to require that an NPI be included when submitting the application. Old versions of the enrollment packages are no longer being accepted effective October 1, 2006.

Provider Enrollment Agreements are located on the DMAS website at <http://www.dmas.virginia.gov/search.asp?Userid=2&type=8>

Upcoming Training Sessions on NPI

DMAS will be conducting several WebEx “webcast” Question and Answer sessions on NPI related topics. Visit the DMAS WebEx Website and click on the “Upcoming” tab for a schedule of the upcoming WebEx Q&A sessions: <https://dmas.webex.com/mw0302l/mywebex/default.do?siteurl=dmas&service=7>

You may also visit the DMAS Learning Network at http://www.dmas.virginia.gov/ln-upcoming_events.htm for other upcoming training sessions.